

Facility Assessment Checklist for Evaluation of Coronavirus Disease (COVID-19) Assessment and Control Plans for Meat and Poultry Processing Facilities

Using Guidance from the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA)

Meat and poultry processing facilities should utilize the [guidance](#) issued by Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) for the Meat and Poultry Processing industry to operate while preventing the spread of COVID-19.

All meat and poultry processing facilities developing plans for continuing operations in the setting of COVID-19 occurring among workers or in the surrounding community should consider:

- working with appropriate state and local public health officials;
- incorporating relevant aspects of CDC/OSHA guidance, including but not limited to, the CDC's [Critical Infrastructure Guidance](#); and,
- incorporating guidance from authoritative sources or regulatory bodies as needed.

This tool is intended to be used to help determine if facilities are utilizing the CDC/OSHA guidance to implement practices and protocols for operating while safeguarding workers and the community.

Meat and poultry processing facilities should create an overall hazard assessment and control plan for COVID-19 based on elements in the CDC/OSHA guidance. A written COVID-19 Control and Assessment Plan is the basis of the overall workplace response.

| Assessment Information | |
|------------------------|--|
| Date of assessment: | |
| Facility name: | |
| Facility address: | |
| Point of contact: | |
| Phone number: | |



COVID-19 Control and Assessment Plan

| Written plan(s) in place with these elements: | Comments |
|--|----------|
| <ul style="list-style-type: none"> One or more coordinators responsible for elements of the plan | |
| <ul style="list-style-type: none"> Coordinator contact information shared with all workers | |
| <ul style="list-style-type: none"> State and local public health partners identified and actively involved | |
| <ul style="list-style-type: none"> Periodic worksite assessments identified (note frequency of assessments) | |
| <ul style="list-style-type: none"> Covers all persons at facility (e.g., visitors, contractors, workers) | |
| <ul style="list-style-type: none"> Role of testing considered | |
| <ul style="list-style-type: none"> Role of workplace contact tracing considered | |
| System in place to monitor trends in absenteeism | |
| Plan established to continue essential business functions in case of higher than normal absenteeism | |
| Plan includes all necessary controls implemented at the facility – per checklist below | |
| Collect feedback for improving the plan from workers and managers | |



Controls

The following checklist summarizes the best practice controls described in the CDC/OSHA guidance. The controls and activities described below are the components of the overall plan noted above.

Not every row would necessarily need to be checked "Yes" to have an effective program and an effective set of controls in place at a given facility. Judgment and consultation are necessary between the worksites and a qualified occupational safety and health professional (assisted as needed by CDC/NIOSH project officer(s) and state and local public health entities) to determine that the activities and controls in place at the facility meet the intent of the CDC/OSHA guidance as appropriate for that worksite.

| Activities Organized by Goals | Yes | No | Partial or Alternative | Comments |
|--|--|--|--|----------|
| Ability to Maintain Social Distancing | | | | |
| Physical distancing is in place where possible <ul style="list-style-type: none"> Work environment configured for spacing at least 6 ft apart Alignment of workstations allow for at least 6 ft spacing Workers not facing each other when possible Table and chair spacing in break rooms is at least 6 ft apart Alternative break areas identified (e.g., training and conference rooms, outside tents) Use of physical barriers, such as partitions, to separate workers in production areas, when 6 ft spacing is not possible Partitions present in break areas (e.g., lunch areas, break rooms, prayer rooms) Workers are able to maintain distance from others (at least 6 ft) when clocking in or out Workers are able to maintain distance from others (at least 6 ft) when in locker rooms, changing areas, break areas, smoking areas, and rest rooms Workers designated to monitor and facilitate distancing on processing floor lines Visual cues (floor markings, signs in appropriate languages) used throughout plant to promote social distancing | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Shifts have been adjusted to promote distancing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Arrival and departure times staggered | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Break times and/or meals staggered | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Encourage workers to avoid carpooling if possible, or provide guidelines for controls that can be used during carpooling (e.g., limiting the number of persons per vehicle as much as possible, use of cloth masks, cleaning and disinfecting commonly touched surfaces after each trip) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Promote Hand Hygiene | | | | |
| Hand sanitizer stations with at least 60% alcohol available in multiple locations (preferably touch-free) or handwashing stations; promote frequent and thorough handwashing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Touch-free clock in/out stations (if possible) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |



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| If carpooling cannot be avoided <ul style="list-style-type: none"> Encourage workers to use hand hygiene before entering vehicle and at destination Encourage use of cloth face coverings while in vehicle Encourage workers to use cough/sneeze etiquette in vehicles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Provide education on hand hygiene and cough/sneeze etiquette <ul style="list-style-type: none"> Training | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has the number of breaks been increased to allow for additional opportunities to practice hand hygiene? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Identify and Exclude Ill Workers from Working | | | | |
| Does the facility have procedures in place for workers to report illness before arrival? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is a screening strategy for all persons entering facility in place? <ul style="list-style-type: none"> Temperature less than 100.4° F (38.0°C) Symptoms (cough, shortness of breath) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Plan for workers identified as having fever or symptoms includes: <ul style="list-style-type: none"> Encouraging self-isolation and contacting a health care provider Providing information on return-to-work policies Informing human resources, worker health unit (if available), and supervisor while maintaining worker confidentiality | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Health and safety considerations for screeners <ul style="list-style-type: none"> Engineering controls (e.g. barriers) to promote distancing are in place Screeners that need to be within 6 ft of workers have appropriate personal protective equipment (PPE), which may include gloves, gown, face shield, and facemask or respirator | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Plan in place for workers who become ill at work that includes <ul style="list-style-type: none"> Alerting management when an worker is experiencing symptoms including fever Identifying close contacts at work for 48 hours before symptoms began Separating ill worker from others and send home Disinfecting the workstation, tools, and locker area of the ill worker Protections are in place for personnel managing ill workers (distancing, appropriate PPE) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sick leave policies and incentive programs ensure that ill workers are not in the workplace <ul style="list-style-type: none"> No bonuses based on attendance Encouraging workers with symptoms or ill household members to stay home without fear of punishment Policies are being communicated to workers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |



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| Return-to-work policy for asymptomatic, exposed workers is: <ul style="list-style-type: none"> Consistent with CDC Critical Infrastructure Guidance; workers can continue to work with additional safety precautions provided they remain asymptomatic Developed in consultation with state and local health departments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Return-to-work policy for workers with COVID-19 is: <ul style="list-style-type: none"> Consistent with CDC interim guidance for ending home isolation Developed in consultation with state and local health departments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| A plan exists to inform those in contact with ill workers of possible exposure and the plan <ul style="list-style-type: none"> Maintains confidentiality as required by the Americans with Disability Act Includes working with state and local health department to identify close contacts of ill workers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| The facility has considered cohorting workers. Examples include: <ul style="list-style-type: none"> Always assigning groups of workers to same shift with same coworkers Use of lunchrooms by individual departments or in shifts with cleaning in between; making sure there is time in between shifts to allow for cleaning or minimized contact | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| On-site occupational healthcare personnel are following CDC and OSHA guidance for healthcare and emergency response personnel as applicable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Provide Education, Training, and Communication | | | | |
| Education, training, and communication are provided in languages and literacy levels appropriate to workforce | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| A worker education program is in place to prevent spread of COVID-19 and to identify symptoms. Topics covered include: <ul style="list-style-type: none"> Signs and symptoms of COVID-19 Risks for workplace exposures Avoiding touching the mouth, nose, and eyes Hand hygiene | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Signage posted in the facility that encourage staying home when sick, cough and sneeze etiquette, proper hand hygiene practices, and social distancing. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Cleaning/Sanitizing/Disinfection | | | | |
| One shift reserved for cleaning and sanitization following USDA guidelines and OSHA safety regulations to protect the cleaning team. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Cleaning and disinfection of commonly touched surfaces after each carpool trip (e.g., door handles, handrails, seatbelt buckles). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Cleaning and sanitization protocols are in place for tool-intensive operations and food contact surfaces | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |



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| Disinfection protocols including increased frequency and supplies are in place for the following: <ul style="list-style-type: none"> common areas frequently touched surfaces (e.g., faucets, microwave or refrigerator handles or vending machine touchpads) physical barriers (if present) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Proper disinfectants are in use (refer to EPA list N and USDA regulations for food production areas) with appropriate PPE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| High-touch areas are disinfected frequently during each shift (note frequency) and appropriate time allowed in between each shift to accommodate cleaning. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Products are applied at the appropriate concentration for the appropriate contact time | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Provide PPE, as Appropriate | | | | |
| Employer has conducted a hazard assessment to determine PPE needs for routine operations, not limited to COVID-19 <ul style="list-style-type: none"> Appropriate PPE is in use based on hazard assessment Continuing the usual PPE program, including regular training and emphasis on disinfection and storage Stressing hand hygiene before and after handling PPE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Provide Cloth Face Coverings, as Appropriate | | | | |
| Determination on facility policy for cloth face covering requirement/recommendation has been made <ul style="list-style-type: none"> Employer is providing readily available clean cloth face coverings Policies ensure proper wearing, laundering, and disposal of cloth face coverings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Consider use of face shields <ul style="list-style-type: none"> may help keep face covering and glasses clean provide additional barrier protection appropriate use and storage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Employer has considered allowing voluntary use of filtering facepiece respirators (such as an N95, if available) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Evaluate and Maintain Ventilation | | | | |
| Employer has considered consulting with a heating, ventilation/air-conditioning engineer to ensure adequate ventilation (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Fans are arranged to minimize blowing air from worker to worker (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Personal cooling fans have been removed, if applicable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Employer has taken steps to prevent heat hazards if fans are removed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Employer is ensuring proper maintenance and sterilization (e.g., ultraviolet, if available) of the filters in the ventilation system | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

